

2018 City of Nanaimo Sport Hosting Grant – Program Information

Purpose of the Grant:

The purpose of the sport hosting grant is to provide funding to organizations hosting multi-day sporting events, recognizing that these events increase the economic impact and overnight visitation to Nanaimo while promoting the development of local athletes, coaches and volunteers.

Application Intake Dates:

Sport event organizers who are hosting a sporting event in 2018 are eligible to apply for a sport hosting grant. Grant applications will be accepted until May 31, 2018 and applicants will be notified by June 30. This will be the only intake for 2018.

Program Details and Criteria:

Sport hosting grants are primarily intended to support sport organizations hosting smaller-scale events at a local, regional and inter-regional level, or for open / invitational events that are hosted in Nanaimo.

If you intend to bid on an event at a Provincial or National level, or if you are interested in creating a new sporting event, or enhancing an existing sporting event in Nanaimo, please consider applying for a [Nanaimo Hospitality grant](#).

The maximum amount a sport organization can receive is \$2,000 per event, based on a number of factors listed below. Sport organizations may only apply for one sport hosting grant per intake.

Applicants must be able to demonstrate the following in their application in order to be eligible for Sport Hosting grant funding:

- the event must be 2 days or greater in length
- the event will generate at least 1 overnight stay where a significant proportion of participants and officials will be staying in paid accommodation
- grant funding is not the only source of planned event income
- the sporting organization has the experience and capacity to successfully host the event
- the sporting event will provide sport, community and economic benefits
- the event will be hosted in 2018
- the event will take place after the application was submitted
- an event budget has been prepared and can be shared

Grant recipients must complete the application form in full by May 31, 2018 in order to be considered in that grant intake.

Maximum grant amounts awarded:

The amounts below represent the maximum grant available in any category. Applicants may or may not be granted the maximum award available. Actual amounts awarded may be impacted by the number of grant applicants in that intake, the event’s anticipated economic impact, season/dates of the event for which the grant is being requested and the ability of the applicant to demonstrate (e.g. from past event attendance) the anticipated room nights to be generated.

Total Room Nights Generated	Less than 100 Room Nights	101-200 Room Nights	201-400 Room Nights	Over 400 Room Nights
Maximum Grant Available	\$500	\$1000	\$1,500	\$2,000

Submitting an Application:

Please ensure you have ALL of the required information BEFORE you begin to complete the application. Once you have started the online application process, you are required to fill out the entire application in one sitting, as you will be unable to save your progress. Until the time you submit your application, you will be able to change your answers within the application, but once you have submitted the application, you will not be able to go back and add or change any of the information on the online form.

A preview of the application questions can be found at Step 2 on the [Tourism Nanaimo Sport Tourism website](#).

Grant Evaluation Process:

Applicants will be evaluated by a panel of reviewers. Grant award decisions are final and may not be appealed.

Administration and Requirements for Awarded Grants:

- All applicants will be informed by email of the outcome of their sport hosting grant application by the end of June. Please do not call regarding the status of your application.
- Funding will only be provided to the sport organization that made the grant application.
- Recipients will receive one payment for the full amount of the grant awarded, paid by cheque, and will be paid within four (4) weeks of being notified that the grant has been awarded.
- Grant payments will only be issued in the calendar year in which the event takes place.
- Successful applicants are required to provide the grant administrator with a complete and signed disbursement agreement no later than 30 days after grant award notification. Failure to meet this deadline may be assumed a forfeiture of the awarded Sport Hosting Grant.
- In the case of an event cancellation, repayment of the Sport Hosting grant will be required.
- Grant recipients’ names may be published/announced on the City of Nanaimo &/or Nanaimo Hospitality Assn website, in a press release, or through other means of communication.
- Award recipients are required to provide final, updated event information that will assist the grant administrator in calculating the economic impact of funded events. Failure to provide updated information will require repayment of the grant and may impact future grant awards.